

AGENDA

TUSAYAN TOWN COUNCIL REGULAR MEETING

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03

Wednesday, May 1, 2013 at 6:00pm

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan Arizona

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Tusayan Town Council and to the general public that the Tusayan Town council will hold a meeting open to the public on Wednesday, May 1, 2013 at the Tusayan Town Hall Building. If authorized by a majority vote of the Tusayan Town Council, an executive session may be held immediately after the vote and will not be open to the public. The Council may vote to go into executive session pursuant to A.R.S. § 38-431.03.A.3 for legal advice concerning any matter on the agenda, including those items set forth in the consent and regular agenda sections. The Town Council may change, in its discussion, the order in which any agenda items are discussed during the course of the meeting.

Persons with a disability may request a reasonable accommodation by contacting the Town Manager at (928) 638-9909 as soon as possible.

As a reminder, if you are carrying a cell phone, electronic pager, computer, two-way radio, or other sound device, we ask that you silence it at this time to minimize disruption of today's meeting.

TOWN COUNCIL REGULAR MEETING AGENDA

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. ROLL CALL

**MAYOR GREG BRYAN
VICE MAYOR AL MONTOYA**

**COUNCILMEMBER BILL FITZGERALD
COUNCILMEMBER JOHN RUETER
COUNCILMEMBER CRAIG SANDERSON**

❖ *One or two Council Members may attend by telephone*

3. CALL TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA

Members of the public may address the Council on items not on the printed agenda. The Council may not discuss, consider or act upon any matter raised during public comment. Comments will be limited to three minutes per person.

Members of the audience who wish to speak to the Council on an item listed as Public Hearing should complete a Request to Speak Card and turn it into the Town Clerk. Speakers will be limited to three minutes each.

4. CEREMONIAL AND/OR INFORMATIONAL MATTERS

A. Presentation from candidate for Town Manager position with question and answer period

5. CONSENT AGENDA

ITEMS ON THE CONSENT AGENDA ARE ROUTINE IN NATURE AND WILL BE ACTED ON WITH ONE MOTION AND ONE VOTE. PUBLIC HEARING ITEMS ARE DESIGNATED WITH AN ASTERISK (*). MEMBERS OF THE COUNCIL OR STAFF MAY ASK THE MAYOR TO REMOVE ANY ITEM FROM THE CONSENT AGENDA TO BE DISCUSSED AND ACTED UPON SEPARATELY.

A. Minutes of the Town Council Meeting on 4/17/13

B. Accounts Payable Billings

6. COMMITTEE REPORTS

7. ACTION ITEMS

A. Consideration, discussion, and possible action on joining the Coconino Plateau Water Advisory Council (CPWAC) and participation in the North Central Arizona Water Feasibility Study

B. Consideration, discussion, and possible approval of Annual Assessment for Northern Arizona Council of Governments (NACOG)

C. Consideration, discussion, and possible approval of Resolution 2013-05 establishing an Electronic Communications Reimbursement Policy

D. Consideration, discussion, and possible action on Council Chamber Technology Needs

8. DISCUSSION ITEMS

A. Discussion of possible addition of a maintenance position

B. Budget Workshop and Discussion for Fiscal Year 2013/2014

9. TOWN MANAGER'S REPORT

10. FUTURE AGENDA ITEMS

11. COUNCIL MEMBERS' REPORTS

12. MAYOR'S REPORT

13. MOTION TO ADJOURN

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the General Store in Tusayan, Arizona on this 25TH day of April, 2013, at 4:31 pm in accordance with the statement filed by the Tusayan Town Council.

Melissa A. Malone

ITEM NO. 5A

TUSAYAN TOWN COUNCIL REGULAR MEETING

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03

Wednesday, April 17, 2013 at 6:00pm

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan Arizona

TOWN COUNCIL SUMMARIZED MINUTES

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Bryan called the meeting to order at 6:00pm and the Pledge of Allegiance was recited.

2. ROLL CALL

MAYOR GREG BRYAN

VICE MAYOR AL MONTOYA

COUNCILMEMBER BILL FITZGERALD

COUNCILMEMBER JOHN RUETER

COUNCILMEMBER CRAIG SANDERSON

Also present were:

Tami Ryall, Interim Town Manager

Irina Ermakova, Town Bookkeeper

Melissa Malone, Town Clerk

3. CALL TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA

- Judge Robert Krombeen from the Williams Justice Court gave an update on court services including:
 - Renewing the Intergovernmental Agreement (IGA) with a term of 5 years (the draft of the IGA is currently with the County Attorney)
 - Court scheduling to minimize travel for Prosecutor Andrew Jolley
- Chief Robbie Evans from the Tusayan Fire District (TFD) presented a Thank You letter to the Town Council for the funds to purchase a fire truck.

4. CEREMONIAL AND/OR INFORMATIONAL MATTERS

A. Presentation of Award of Excellence to the Town of Tusayan by the Arizona Municipal Risk Retention Pool

Mike Branham from the Arizona Municipal Risk Retention Pool presented an Award of Excellence to the Council for the Town of Tusayan.

B. Briefing on the National Fire Policy and an outlook for this year's fire season and upcoming prescribed burning – Nic Larson, District Ranger, Kaibab National Forest

Nic Larson introduced Holly Kleindiest, Acting Deputy, Fire Staff. She gave an overview of a handout covering a forecast for the fire season in Northern Arizona. Quentin Johnson discussed the fire-fighting abilities of Kaibab National Forest,

Tusayan Ranger District, and the thinning and prescribed burn projects in the area.

Chief Robbie Evans of the Tusayan Fire District (TFD) stated that TFD will continue with prescribed burning and thinning around Tusayan over the next several weeks.

5. CONSENT AGENDA

Councilmember Fitzgerald requested the Accounts Payable Billings be removed from the Consent Agenda.

A. Minutes of Town Council Workshop on 4/2/13 and Meeting of 4/3/13

Councilmember Rueter made a motion to approve the Minutes. Councilmember Sanderson seconded the motion and it passed on unanimous vote.

B. Accounts Payable Billings

Councilmember Fitzgerald asked about the payments to the Grand Canyon National Park Airport for rent. He asked why the amounts were so high. Interim Town Manager Tami Ryall explained that this was the first billing from the Airport for the Employee Housing Units and it contained charges from the time work began on the property to now.

Councilmember Rueter made a motion to approve the Accounts Payable Billings. Councilmember Sanderson seconded the motion. Mayor Bryan recused himself from one item which was a payment to the Squire Inn where he is employed. The motion passed on unanimous vote.

The Mayor and Council presented Chief Robbie Evans of the TFD with a check for \$35,000 to purchase a fire truck.

6. COMMITTEE REPORTS

None

7. ACTION ITEMS

A. Consideration, discussion, and possible action on safety and security matters at the Tusayan Community Park

Manager Ryall introduced the topic, stating it is in response to vandalism which occurred at the park recently. Concerned citizens made the required repairs. Councilmember Rueter discussed the work which was volunteered by the South Grand Canyon Sanitary District and staff from the Squire Inn. They repaired the damage and took interim measures to try to prevent additional damage.

Councilmember Rueter stated that there will be a Park committee meeting on Monday, April 22, 2013 which includes representatives from the Grand Canyon School District and the Town of Tusayan.

Mayor Bryan mentioned the possibility of significant discounts on Tot Lot equipment if purchased by June.

Vice Mayor Montoya stated the need for installing cameras at some point for monitoring. Former Mayor Pete Shearer stated that quotes for cameras are in the works and preliminary estimates for the equipment are about \$2,000. He also stated that the Red Feather Lodge may be willing to cover the costs of trenching and conduit.

No action was taken.

8. DISCUSSION ITEMS

A. Budget Workshop and Discussion for Fiscal Year 2013/2014

John Vail, TFD Board Member, thanked the Town for the funds to purchase the fire truck and Manager Ryall for her work in making this happen. He reviewed a document he distributed to the Council outlining funding opportunities the TFD have explored and he asked the Council to consider the previous request for funding for the Fire District.

Former Mayor Pete Shearer stated that Coconino County Supervisor Art Babbott had informed him that Tusayan may be eligible for parks & recreation funding from the county. He asked the Council to consider rolling 2 years of funding for the Community Park into 1 year to allow for more work to be done in the next fiscal year. Councilmember Fitzgerald clarified that the funds from the County may be available after 2014. Mr. Shearer also stated that the School District is applying with the Arizona Diamondbacks for a sports park.

Manager Ryall covered a handout of proposed departmental budgets based on the previous year's actual expenditures and planned future projects. She covered the following and the associated changes were made:

- Mayor and Council
- Manager and Support
 - Councilmember Rueter requested a place holder of at least \$10,000 in the Consulting Services – Misc. section. The Council agreed.
- Legal Services
- Court & Prosecutor
 - The Council decided to remove the Judge & Clerk related costs from 2014-2015.
- Public Safety
 - Law Enforcement Needs Study – move to 2015-2016 and increase the amount to \$25,000 and add \$20,000 to 2016-2017
 - Add Public Safety Enhancements line item (includes RADAR driver feedback signs for \$25,000 and Arizona Interoperability Radio System (AIRS) funding for \$35,000 in 2013-2014 and \$20,000 per year for each subsequent year
 - Tusayan Fire District funding request of \$148,200 per year for 5 years – The Council added a Tusayan Fire District Subsidy line item with no amount at this point.
 - Parks & Recreation – The Council will discuss the possibility of adding a maintenance position at a future meeting. The position

would perform maintenance at the park, Town Hall, bus stops, etc. Manager Ryall stated that maintenance on landscaping along the highway and bus stops can be paid for by Highway User Revenue Funds (HURF) but not the other items. Former Mayor Pete Shearer suggested using HURF to pay for utility costs for the Special Lighting District. Manager Ryall will research whether HURF can be used to purchase equipment and whether HURF can be used for a roadway which has not been dedicated. The Projects Planning line item will be changed to \$25,000 per year for each year

9. TOWN MANAGER'S REPORT

- Manager Ryall gave an update on the Community Development Block Grant (CDBG) application. Sequestration has affected the process in that the funding amount may be reduced and the deadline for applications has been extended
- Court Services Intergovernmental Agreement – the document is with the County Attorney
- Manager Ryall sent a letter of support for Chief Evans on his wildland fires grant application

10. FUTURE AGENDA ITEMS

- May 1 – add discussion item of adding a maintenance position, funding, and scope of duties
- May 1, 2:30, executive session to interview candidate for the Town Manager position. Add to the evening meeting on May 1 a presentation from the candidate to the Council and the public.
- The meeting on June 5th will move to May 29th. There will be no meeting on June 4th or 5th. The workshop will move from June 4th to June 11th.
- May 1 – Add an action item for possible participation in the North Central Arizona Water Feasibility Study
- May 1 - Selection of Northern Arizona Council of Governments (NACOG) fee arrangement
- May 29 (if possible) - Add update from NI Solutions

11. COUNCIL MEMBERS' REPORTS

Councilmember Fitzgerald plans to take vacation on April 26th to go to a retreat with the North Central Arizona Water Feasibility Study

12. MAYOR'S REPORT

13. MOTION TO ADJOURN

Vice Mayor Montoya made a motion to adjourn the meeting at 9:11pm. Councilmember Rueter seconded the motion and it passed on unanimous vote.

ATTEST:

Greg Bryan, Mayor

Date

Melissa A. Malone, Town Clerk

CERTIFICATION

State of Arizona)
) ss.
Coconino County)

I, Melissa Malone, do hereby certify that I am the Town Clerk of the Town of Tusayan, County of Coconino, State of Arizona, and that the above minutes are a true and correct summary of the meeting of the Council of the Town of Tusayan held on April 17, 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 24th day of April, 2013.

Town Clerk

ITEM NO. 7C

RESOLUTION NO. 2013-05

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF TUSAYAN, COCONINO COUNTY, ARIZONA ADOPTING AN ELECTRONIC COMMUNICATIONS REIMBURSEMENT POLICY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Mayor and Council of the Town of Tusayan determine that is in the public interest to provide for guidelines to govern the electronic communications reimbursement for elected officials.

NOW, THEREFORE, IT IS RESOLVED, by the Mayor and Council of the Town of Tusayan, Coconino County, Arizona as follows:

SECTION 1 POLICY

- A. The Town will reimburse Elected Officials for communication services fees such as telephone, cell phone or internet fees provided that Elected Officials present documentation and receipts for payment for the services. The amount of reimbursement is set at \$100 or less per month.
- B. Any electronic media equipment that the Town acquires for Elected Officials is considered Town's property. Council members will be able to use equipment while serving as Elected Officials. After the term is over, the council member will be required to return the equipment to Town. If an Elected Official wishes to keep the equipment, the equipment can be purchased at a price set by the Town.
- C. Electronic media equipment includes but is not limited to: telephone, cellular phone, printer/fax/scanner, camera, computer, iPad.

SECTION 2 RESPONSIBILITY OF THE TOWN MANAGER

The Town Manager is authorized and directed to withhold reimbursements until proper documentation and receipts are provided.

SECTION 3 EFFECTIVE DATE

This resolution shall become effective upon the date passed by the Mayor and Council.

PASSED AND ADOPTED BY the Mayor and Council of the Town of Tusayan, Arizona, this 1st day of May, 2013.

Greg Bryan, Mayor

ATTEST:

Melissa A. Malone, Town Clerk

APPROVED AS TO FORM:

William Sims, Town Attorney